Middle School
STEP BY STEP INSTRUCTIONS
FOR THE JAG
e-NDMS DATABASE

INDEX	PAGE

STEP 1: ACCESSING THE eNDMS WEB SITE

Access system from any computer that has Internet access and do the following;

1. Go to: **http://beta.endms.jag.org/endmsbeta/**

2. Set this as a "Favorite" by clicking on "Favorites" at the top of the screen and "Add"

3. Enter User Name   *firstname.lastname*_____

4. Enter Password (*write your password here*)_____

5. This takes you to the **HOME** page for the e-NDMS database website

STEP 2: BASIC WEBSITE NAVIGATON

RED BLOCKS AT TOP-Relate to complete system

Home – Home page for e-NDMS system

Forms – Example – Student Profile

Preferences – Set a GPA other than 4.00

Reports – Example – Program Roster

Documents – Training materials and handouts for eNDMS and JAG Curriculum

Tutorial – Allows a simulation of eNDMS for training without effecting real student data

Log off-To log out of the database

REMEMBER TO CLICK "SAVE" AT THE END OF EVERY PAGE!!!

RED BLOCKS ON LEFT SIDE Relate to your school and your students

School data – All ready completed for your school

Rosters – Roster for your JMG class

Groups –Groups you establish to divide your students (ex. 7th grade group & 8th grade group)

Model Services – Lesson Plans/Competencies that you taught

Participants – JMG Students already entered into the system and their specific data

Employers – Not applicable to Middle School

Placement – Not applicable to Middle School

SOME IMPORTANT NOTES WHEN NAVIGATING THE SYSTEM:

- *Do Not* use the Internet's web browser navigation (back and forward) buttons.
- *Do Not* use the keyboard *enter key* – which throws you out of data entry mode and you will lose recent data input information.
- *To navigate* use the home and logoff buttons located in red blocks at the top of the page, the keyboard tab key to move from field to field, and the Shift key plus tab key for moving backward in the fields.
- *Right click* on whatever item you want to work on and click "Open in a new window"
- Every time you enter data into the database, click on the **Save and Close** button at the bottom of each screen or you will lose all data just entered.

Remember!

Do not use the keyboard ENTER key!

It will boot you out of the database!

PREFERENCES:

- ❖ Click **"Home"** at top right
- ❖ Click **"Preferences"** at top of page
- ❖ Under gray shaded **"Profile Options"**
- ❖ Set GPA Scale to 4.0
- ❖ Absences Minimum for Barrier A.7 – Use your school's standard
- ❖ Click **"Save Changes"**
- ❖ Click **"Home"** at top right

STEP 3: ENTERING STUDENT INFORMATION

A. CREATING A ROSTER

The Roster is the framework to house a list of your JMG students for a given school year.
You should have only one middle school roster for the year
You should use the GROUP feature to create subsets from your roster, such as 1st semester or 7th[h] grade classes and 8th grade class.

➢ Click **"Roster"** navigation button in the red block along the left margin of the homepage
➢ Click **"New"** button on the left
➢ Enter **"Name"** of Roster (Example: **MS 2011-2012** for a middle school program in school year 2011-2012)
➢ Key in school year (Example: 2011- 2012), Key in correct year in year boxes if not showing
➢ Select **"Type"** of program using drop down box - Select correct type of program
   "Middle School" – only one roster will be created for each school year
➢ Enter your **Advisory Committee names**
➢ Click **"OK"**

  Note: Once you have a roster created for the new school year, and all students' profiles are entered into the system, you can click on the roster to view the students under that roster.

B. ENTERING PARTICIPANT PROFILES

Student Information and Barriers: The field titles that are in red letters are fields that have a help box attached. The red title does not indicate a required entry field.
***Required fields are:** Roster, Name, Address, Home Phone (if none use school phone no.), Year in School, Currently Enrolled in Occupational Training, Class Standing.*
***Note:** Use the completed* JMG PARTICIPANT PROFILE FORM *filled out for each student as the source for your data input.*
ALWAYS enter profiles through the home page link described in the steps below.

• Go to the *Home Page*

• ***Click on the red "Participant Profiles" button found immediately under "Data Entry Helpers"***

• Select this year's *roster* by using the drop down box and clicking on the roster created for current year

• Enter *Participant Profile and Barriers* in the database for each student on your roster using the completed JMG PARTICIPANT PROFILE FORM.

• Click on **"Save and Add"** between each student profile

• Input the Participant Profile data for all students in the JMG class into the eNDMS system
  (Note: do not enter graduation dates or GED dates for middle school students)

• **There are help boxes throughout the profile form. Items with help boxes are shown in red lettering. You can click on for additional information regarding that field.**
  Note: A Social Security Number (SSN) is not required for each student – the system assigns an identifier

• Click on **Save and Close** at the bottom of the screen or you will lose all data just entered.

C. CREATING GROUPS

The Groups feature allows you to create subsets of the roster. You can set a group for each JMG class if you have more than one class or if you have 7th graders and 8th graders both you can create a group for each level (This will make it easier to follow up on 8th graders when needed).

TO FORM A GROUP:

- Click on **"Groups"** on left margin of the Home Page
- Click on **"New"**
- Type in **Group Name** – *such as Semester 2 or 7th grade group (include the year for future reference)*
- Click **"OK"**

TO ADD PARTICIPANTS TO GROUPS:

METHOD 1: To add one or two students:
- Click on **"Participants"** in the red block on the left side of the screen
- Click on one of your students names you wish to add to a group
- Click the **"Group"** button with **NO red block** under Participants
- Click **"Add Participant to Group"**
- **Select the group** that you want the student added
- Click **"OK"**

METHOD 2: To add more than 2 students:
- Click on **"Group"** in the red block on the left side
- Click on **Group** you want the students in
- Click on **"Select Group Members"**
- Click on **"Select a Roster"** and choose roster
- Click on **"Load Roster"**
- Click **on "Select a Group"**
- Click on **"Load Group"** – the students should show up
- Click on **the students** from your roster that you want in the group

(hold down the ctrl button to highlight multiple students)
- Click on the Arrow **(use the single arrow > for selected students and use the double arrow >> for all students)**
- Click on **"Save Changes"**

Note: Once you have a "Group" established on the system, you can click on the group to view the students under that group. This feature is most helpful when entering model services so that you can assign a group such as 2nd semester to the activity rather than the roster which may have students who are not in your class 2nd semester.

<div style="background:red;color:white;text-align:center">REMEMBER TO CLICK "SAVE" AT THE END OF EVERY PAGE!!!</div>

STEP 4: UPDATING THE ROSTER

A. ENTERING RETURNING FORMER JMG STUDENTS

PLEASE NOTE: A **Student Participant Profile** is only entered once into the database. If you have students who have been in JMG before and is returning; do not enter a new profile but instead just add them to your current roster by doing the following:

- Click on **"PARTICIPANTS"** in the red block on the left side of the home page.
- Click on a "**STUDENT NAME"**
- Click on **"ROSTER" under the "participant block"** (located at the lower left)
- Click **"ADD PARTICIPANT TO ROSTER".**
- Select the **"CURRENT ROSTER"** in the drop down menu.
- Select the **CURRENT GRADE** in the drop down menu.
  (If the student is repeating the grade, enter the same grade again).
- Click **OK** to exit.

STEP 5: TRACKING STUDENT ACHIEVEMENT

A. ENTERING YOUR MODEL SERVICES

Model Services *provide tracking of Middle School Standards that are taught. They indicate how the competencies were presented and the level of attainment by the student. Most model services apply to an entire class and possibly an entire roster. Hold down the **Control Key** and **click** to select multiple competencies. (ONLY USE SECOND ROW OF COMPETENCIES J-T) All other competencies listed are for high school only.*

Note: *To make good use of your time, fill out the Model Services Weekly Form (provided in Manual) throughout the week and then enter into the eNDMS system each Friday or the following Monday. Remember to note students who are absent each day.*

- Click on **"Model Services"** half way down the left side of the Home Page
- Click **"New"**
- Input **"Date"** of lesson in the format *09/08/2011*
- Input **"Length"** of lesson – the time spent on the lesson in *minutes (50)*
  - ➢ *(do not enter Holidays or days that school is not in session)*
  Time Saver: If you have worked in class on the same activity for three days in a row then make only service entry for those three days showing 150 minutes in length instead of 50 minutes.
- Select **"Activity"** from drop down box (See list on page 7 that describes each choice)
- Input **"Contact Narrative"** to describe the activity and any other pertinent information
  - o Click on the **"Competency Numbers"** of the lesson (listed on a JMG lesson or shown on page 8)
  - o Most lessons cover multiple competencies
    - ➢ Hold down the ctrl key and click to select multiple competencies in the same column
- Select the **"Competency Level"** from the drop down box
  - o Level 1– Introduced competency
  - o Level 2– Working on the competency
  - o Level 3– Successfully attained competency(*Entering Model Services is continued on the next page*)

(*Entering Model Services Continues*)

- Click on **"Select Participants"**
- Select the **"Roster"** that the students are on
- Click **"Load Roster"**
  - **If you are not using the "Groups" feature, omit the green group directions.**
  - **If you have Groups, do the following:**
  - **Select the "Group" students are in (if any)**
    - ➢ **Select "Load Group"**
- Highlight the names of the participants
  (*Hold down the Control Key and click to select multiple participants.*)
- Click the appropriate arrow button
  - Click on single arrow to move only those highlighted students
  - Click on double arrow to move all students on your roster to the list
  - Click on student(s)that are absent and click single arrow to remove them from that day's lesson
- Click on **Save and Close** at the bottom of the screen or you will lose all data just entered
- If a student is absent from an activity listed on model services and they make up the assignment, go to the model service entry and insert that student.

REMEMBER!!!!

DO NOT USE THE ENTER KEY ON YOUR KEYBOARD!

It will kick you out off the database! Yikes!

REMEMBER TO CLICK "SAVE" AT THE END OF EVERY PAGE!!!

JMG eNDMS Database
Model Services Classification Sheet

Activity Classifications

AR – Academic Remediation ~ Time spent in or out of class receiving tutoring/extra help in any academic subject.

CA – Career Association ~ Time spent in or out of class planning, executing, participating in, or following up on Career Association activities other than community service. This includes the Fall Leadership Conference and the Career Development Conference. Might also include various social activities.

CS – Community Service ~ Time spent in or out of class planning, executing, participating in, or following up on community service activities.

ES – Employability Skills ~ Time spent in or out of class on the Core Competencies. Includes quizzes, assignments, projects, or activities to demonstrate competency attainment, team-building activities, and movies with messages that demonstrate core competencies.

FT – Field Trips / Guest Speakers ~ Time spent in class listening to guest speakers or out of class attending field trips to visit businesses or participate in mock interviews, etc. Includes field trips for social purposes.

GC – Guidance Counseling ~ Time spent discussing issues of a more personal nature or having general counseling discussions (classroom or individual). Time spent on assessments, interest inventories, pre and post testing, etc.

WL – Work-Based Learning ~ Time spent on activities such as interviews, job shadowing, internships, mentorships, apprenticeships, and school-based enterprises.

OT – Other ~ Time spent on activities not outlined above. NOTE: most activities should fit into one of the categories above!

GR – Group/Social Recreation (FOR MIDDLE SCHOOL PROGRAMS ONLY!) ~ Time spent on fun social activities for the middle school.

Competency Levels

Level 1 ~ Introduced competency

Level 2 ~ Working on the competency

Level 3 ~ Successfully attained competency

JMG Core Competencies – Middle School

| JAG Designation	Description	JMG Designation
	Self-Understanding (SU)	
J101	Identify, understand and apply knowledge of social roles	SU1
J102	Participate in assessments and utilize results	SU2
J103	Articulate personal values	SU3
J104	Identify, understand and effectively manage emotions	SU4
J105	Demonstrate ability to make healthy choices	SU5
J106	Identify and understand personal interests, aptitudes and abilities	SU6
	Communications (C)	
K107	Differentiate between opinion and fact	C1
K108	Identify and demonstrate key communication skills	C2
K109	Express needs and wants	C3
K110	Listen and contribute appropriately in a group situation	C4
	Organizational Skills (OS)	
L111	Use a method of time management	OS1
L112	Establish long- and short-term goals	OS2
L113	Demonstrate organizational skills	OS3
	Study Skills (SS)	
M114	Use basic study skills effectively	SS1
M115	Use knowledge of personal learning style in study habits	SS2
M116	Explain the value of completed homework	SS3
	Decision Making (DM)	
N117	Demonstrate an understanding of decision making	DM1
N118	Explain the importance of taking responsibility for actions and behaviors	DM2
N119	Demonstrate appropriate anger control techniques	DM3
N120	Demonstrate appropriate conflict resolution techniques	DM4
N121	Develop and implement a Personal Development Plan	DM5
N122	Define and demonstrate empathy	DM6
	Character Development (CD)	
P123	Explain the significance of respect for self, others and rules	CD1
P124	Explain the value of good character	CD4
P125	Explain the benefit of a positive attitude	CD5
P126	State the benefits of being perceived as a person of good character	CD6
P127	Demonstrates effective leadership skills	CD7

JAG Designation	Description	JMG Designation
	Dreamwork (DW)	
Q128	Develop a career or educational plan which reflects personal goals, interests and skills	DW1
Q129	Describe the future, including personal and career potential	DW2
Q130	Demonstrate understanding of social and cultural diversity	DW3
	Lifestyles (LS)	
R131	Apply concepts related to living on their own in the "real world"	LS1
R132	Access key local resources	LS2
R133	Demonstrate understanding of earning, spending and saving	LS3
R134	Develop a budget	LS4
	Negotiations (N)	
S135	Define "negotiation" and give examples of negotiations that take place in a student's life and society	N1
S136	Explain the reasons for and benefits of negotiation related to self and counterpart	N2
S137	Describe the process of negotiation	N3
	Career Based Learning (CBL)	
T138	Explain the difference between a job and a career	CBL1
T139	Demonstrate an understanding of skills and abilities necessary for success in a job	CBL2
T140	Identify skills necessary for career choice	CBL3
T141	Demonstrate understanding of the job application process	CBL4
T142	Explain the value of job shadowing	CBL5

B. PROGRESS

Progress Reports track in-school performance. Progress reports should be entered for current year and one year prior to entry into JMG. Purpose of the prior year entry is to provide a baseline for performance prior to JMG services.

- Go to **Home Page**
- Click on **"Participants"**
- Click on the **student** you will do a progress report on and open in a new window
- Click on **"Progress Reports"** on left side of page under Participants – not in red box
- Click on **"New"** (change the school year)
- Enter the previous year in the **"School Year"**: box (Example : 2010-2011)
  (*When you change first year entry to current year the second part will automatically change*)
  - Days Absent – *8*
  - In-School Suspensions – *2*
  - Out of School Suspensions – *0*
  - Expulsions – *0*
  - Number of Classes – *6*
  - Number of Classes Passed – *4*
  - GPA – *1.99*
- Click **"OK"**
- Click **"New"**
- Enter the current school year in the "School Year" box (Example 2011-2012)
- Enter **"Mid-Year Results"** for Current Year
  - Example:
  - Days absent-7
  - In-School Suspensions-1
  - Out of School Suspensions-0
  - Number of Classes-6
  - Number of Classes Passed-5
  - GPA-2.25
- Click **"OK"**
- Enter **"Final Results"** for current year exactly as above for mid-year results
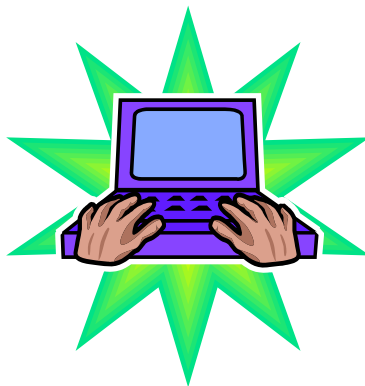
STEP 6: ENTERING RETURN TO SCHOOL STATUS-"END OF YEAR"

A. GRADUATION DATE ENTRIES

GRADUATION DATES ARE NOT ENTERED FOR MIDDLE SCHOOL STUDENTS

B. END OF YEAR STATUS

PLEASE NOTE: Because the JAG database was originally created for High School Program data entry, Middle School data entry is not always obvious to the user. Additionally, there is less data entry required for the Middle School Programs. Below are directions for entering **"Return to School Status"** information.

- Go to the **Home** Page
- Go to **"Enter Return to School Status Results"**
- Click on **"Roster"** and select the correct roster
- Click on **"Go"**
- Click on **"End of Year Status"** drop down box

7th Grade Status
- o If coming back next year to the same school-enter: *"Enrolled in Same High School"*
- o If going to a different school-enter: *"Enrolled in Different High School"*
- o If student dropped out-enter: *" Left School"*

8th Grade Status
- o If coming back next year to attend high school in the same district-enter: *"Enrolled in Different HS"*
- o DO NOT SELECT GRADUATED-it indicates graduation from high school
- o If going to a different school in a different district-enter: *"Enrolled in Different High School"*
- o If they didn't pass and will be repeating 8th grade at the same school-enter: *"Enrolled in Same HS"*

STEP 7: ENTERING RETURN TO SCHOOL-SEPT. 30TH STATUS

Student Retention Reports track the return to school status for students that you had in your program the previous year.
Sept. 30 Status – Records status of each student from previous year.

A. SEPTEMBER 30TH STATUS – FALL ENTRY

- Go to the **Home Page**
- Go to **"Enter Return to School Status Results"**
- Click on **"Roster"** and select the correct roster
- Click on **"Go"**
- Click on **"Sept. 30th Status"** drop down box
  - Click on correct **Sept. 30th Status**

7th Grade Sept. 30th Status
- o If returned from last year-enter: *"Enrolled in Same High School"*
- o If attending a different school enter: *"Enrolled in Different High School; Different*
- o If they dropped out-enter: *"Did not return ~not in GED"*

(there are various choices so use the appropriate one for the situation)

o   If enrolled at the high school-enter: *"Enrolled in Different High School-Same District"*
o   If enrolled in different HS-enter: *"Enrolled in Different High School-Different District"*
o   If they did not pass and will be repeating 8th grade at the same school-enter: *"Enrolled in Same HS"*
o   If they dropped out-enter: *"Did Not Return ~not in GED"*
o   Again DO NOT SELECT GRADUATED-this indicates graduation from high school only.

STEP 8: STUDENT FOLLOW UP

Follow-up is completed on all 8th grade students for one year. The follow-up contact should be to assure the student is doing well in school and to offer guidance with any problems and encourage the student to continue working toward improvement of their school status.

✓   *There should be contact 3 times per year with the student. (Sept., November, May)*

✓   Exact Due Dates for Follow Up Contacts are listed on your JMG Calendar

1)   **Go to "Rosters" in red block on left side of screen**
   • Click on **Roster for last year** (Example: MY 2010-2011)
   • Right Click on **participant name** for follow-up
   • Select **"Open in Other Window"**
   • Click on **"Follow-Up Contact"** under Participants on left side of screen not in red block

2)   **Note Contact Type on top of screen – Participant/ Employer/ Other**
     Your contact entry will show up in one of these screens

   • Click on **"New"**
   • Select **"Type"** of contact from drop down box
   • Input date of contact
   • Input how long you talked to contact in minutes **(10)**
   • Select **"Contact Method"** from drop down box
   • Select **"Status"** from drop down box

      ➢   **ONLY use the following selections for 8th grade students attending high school**

      o   *"In School"= attending HS but not participating in any extra-curricular activities*
      o   *"In School Connected"= attending HS and participating in extra-curricular activities (at least 1 activity may be enrolled in JMG, Band, Sports, etc.)*

      ➢   Use for former 8th Grade students **NOT ATTENDING** school (dropped out)

      o   Unable to Contact-only if you cannot find the student
      o   Unavailable (pregnant, incarcerated students)
      o   Available/Unemployed
      o   Attending GED program
      o   If working: Part time No School or Full Time No School

   • Write narrative noting status of contact
   • Click "Save and Add" if doing contact for another student or,
   • Click "Save and Close" at the bottom of the screen or you will lose all data just entered

Please note: "Save and Add" may not work correctly so you may want to use "Save and Close".

3) **To Check Follow-Up Contact:**
- Click on "Participants" in red block on left side of screen
- Click on the name of the participant you are doing a follow up on
- Click on "Follow-Up Contact" under Participants on left side of screen
- Click on category of follow-up at top of screen-**Participant/Employer/Other**
- Contacts entered for student will show under one of the categories

STEP 9: FORMS AND REPORTS

A. FORMS

Print each type of form choosing either one of your student's data or your school's roster data.

- Click on **"Forms"** in the red block at the right top of the screen
- Click the desired form
- Click on **"Next ~ Select Participants"**
- Select the **students**
- Click the **right arrow** ~ to load the student(s)
- Click **"Create Forms"**
- Sit and wait
- After form is produced, it can be printed by using the **"File/Print"** on the top menu
- Click on the **JAG logo** on the top left of the screen to return to the home page

EXAMPLES OF FORMS

√Progress Report
√Model Services Summary
√Barrier Report
√Competency Record
 √Placement & Follow Up Report
 √Participant Profile
√Model Services Listing

B. REPORTS

Data base reports are useful in the monitoring of students outcomes over time, documentation of your students' successes, and tracking program strengths and weaknesses.

- Click on **"Reports"** in the red block at the right top of the screen
- Go to **"Select Report"** and use drop down box to select the desired report (**i.e. Participant**
- Select a **"Roster"**
- Click **"OK"**
- Wait
- After report is produced, print by using the **"File/Print"** on the top menu
- Click on the **JAG logo on** the top left of the screen to return to the home page

Participant Forms and Summary Reports are generated from the information and data entered by Specialists. This information is used by the school, site, state and national organizations to document services, guide management, enhance planning, improve public relations, support grant writing, improve advocacy, and continuously improve performance and outcomes of JAG Model programs. Participant Forms summarize data for individual participants, allowing Specialists to track participant progress in the In-School Phase each year the participant receives program services.

The following forms (*Participant Forms summarize data for individual participants*) can be generated on the computer screen and printed in hard copy:

- **Progress Report**-Documents participants behavior relative to grades, absences, suspensions, and expulsions.
- **Model Services Summary**-Summarizes participant contact hours during the In-School phase of a JAG Model program. Specialists should monitor the number, quality and diversity of contact hours across categories of contact.
- **Barrier Report.** Tracks the status of the barriers for each participant. Specialists should monitor the Barrier Report and, using the Individualized Development Plan (IDP) and develop strategies to overcome or cope effectively with one or more barriers.
- **Competency Record.** Lists the JAG competencies and the participant status regarding mastery of assigned competencies. Specialists should use the JAG validated Pre- and Post-tests to document attainment and verify knowledge gains by competency category.
- **Placement and Follow-Up Report.** Documents the status of your 8th grade students
- **Participant Profile**-Captures personal information about each participant and identifies the barriers to success-graduation.
- **Model Services Listing**-Lists data and descriptions of each Model Service entered for each student.

SUMMARY REPORTS

Summary Reports provide aggregate information about the total program. The Summary Reports are identical to Participant Reports except they aggregate data and information for the entire cohort or targeted groups. Specialists are able to generate Summary Reports easily using e-NDMS. Summary Reports are valuable to Specialists because they provide data and information about the entire cohort. Supervisors and Managers are able to analyze the progress being made in implementing the JAG Model and the likelihood of achieving the high performance outcomes that JAG programs have historically achieved. More importantly, the Summary Reports provide JAG programs with the capability to document the students served, services delivered and outcomes achieved. Few publicly funded youth-serving programs are able to provide equal documentation.

IN-SCHOOL SUMMARY REPORTS
- Barrier Report
- Competency (cumulative)
- Follow Up Status (all participants) *This report will show" In School & In School Connected" Statistics*
- Management Report
- Model Services Report-*this report will be titled "Contact Hour Summary Report"*
- Participant Profile Report
- Program Roster
- Student Retention Report

FOLLOW-UP PHASE SUMMARY REPORTS
- In School
- In School Connected

MANAGEMENT REPORT

The Management Report provides a high level view of key data and information to determine if the program is making satisfactory progress in implementing the JAG Model. The Management Report is an effective monitoring tool for Specialists who want a snapshot of their program, for local Supervisors who want to know which programs need support, for state Managers to see the overall status of the program particularly in the first half of the school year, and for JAG to determine what technical assistance would be of the greatest value to a state, site and/or school.

The report contains the following data and information:

- **School**—Provides the Identification Number for each program operating, the name of the school, and the name of the Specialist
- **Roster**—Indicates the Program Application (Middle School) and the Class Year.
- **Roster Size**—Identifies the number of students listed on the Program Roster
- **Number of Profiles**—Identifies the number of Participant Profiles in e-NDMS. This is a quick check to see if Participant Profiles are completed for each student on the Program Roster.
- **Average Barriers**—Identifies the average number of barriers in the Class cohort and allows comparison with other schools in the state
- **Most Recent Model Services**—Provides a quick view of the last recording of Model Services. This is a quick check to determine if Specialists are entering data and information in a timely fashion. The more delayed the recording, the less reliable the data and information.
- **Number of Pre- and Post-Tests**—Not applicable to Middle School Program
- **Number of Progress Reports**—Indicates the number of students for which progress data was recorded
- **Average Contact Time**—Provides the average number of contact hours recorded
- **Average Wage**—Not applicable to Middle School
- **Average Hours per Week**—Not applicable to Middle School program

MODEL SERVICES REPORT: Summarizes participant contact hours during the In-School Phase of a JAG Model program. Specialists should monitor the number, quality and diversity of contact hours across the categories of contact.

PARTICIPANT PROFILE: Captures personal information about each participant and identifies the barriers to Success-graduation, entrance into the workplace post-graduation, and/or pursuit of a postsecondary education.

PROGRAM ROSTER. Lists students name, grade level and number of barriers

STUDENT RETENTION REPORT: Reports the status of students from the previous year and states how many were promoted to the next year.

SPECIAL GROUP REPORTING CAPABILITIES

The system provides staff with the capability to look at special groups for reporting and comparative analysis. Reports can be generated for those participants in the following groups and/or a combination of groups: Gender, Government Assistance, Race, and Barrier.

THE END!